



**REQUEST FOR AFTER HOURS INSPECTION**

**To Be Completed by Contractor**

Today's Date: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Subdivision: \_\_\_\_\_

**Type of Inspection**

\_\_\_\_\_ Building \_\_\_\_\_ Plumbing \_\_\_\_\_ Mechanical \_\_\_\_\_ Electrical \_\_\_\_\_ Fire

Inspection Code: \_\_\_\_\_ (For Computer Reference)  
Inspection Name: \_\_\_\_\_  
Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_

**FEES:** Weekend and Holiday Inspections: **\$40.00 per hour. Minimum of 4 hours for each Inspection.**  
Weekday Inspections: **\$40.00 per hour. Minimum of 2 hours for each Inspection requested after 3:30 P.M. and before 5:30 P.M. The hours between 5:30 P.M. until 5:30 A.M. are the same as the weekend rate of 4 hours minimum.**

**THESE FEES ARE NON-REFUNDABLE.**

In order to obtain an **AFTER HOURS** inspection there are certain requirements that have to be met.

1. The request must be in writing, and must be brought to the Building department and the fees paid **BEFORE NOON** on the day the inspection is desired. If the after hours inspection is wanted on the weekends then the fee will need to be paid on **FRIDAY BEFORE NOON**. In order to request an after hours inspection, it will be necessary to check with the Chief Inspector for the trade involved and have them approve the request.
2. Weekend shall start at **3:30 P.M. FRIDAY** until **7:00 A.M. Monday** morning.
3. Holidays start **3:30 P.M.** the previous day and end the next regular workday at **7:00 A.M.**
4. The term **AFTER HOURS** means regularly scheduled workdays, that period of time immediately following and/or before the regular working hours, i.e. after **3:00 P.M.** and before **7:00 A.M.**
5. Any additional time over 2 hours will be billed in one-hour increments.
6. Any additional time over 4 hours will be billed in one-hour increments.
7. If the inspection is already on record for the particular day in question, then there must be an emergency reason given and approved by the Chief Inspector involved, before any fees are collected for an inspection to be conducted that same day.
8. **ALL OUTSTANDING FEES MUST BE PAID.**

**Any inspection time over the minimum will be billed to the Contractor. No additional after hours inspections will be assigned if funds are owed for any past After hours inspection.**

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_